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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Start Date | Start date | | End Date | End date | | Account # | ##-####-#### | | |  |  |  |  | | --- | --- | --- | --- | | Employee Name | Employee Name | | | | Employee ID | ####### | Type | Choose one. | | Job Title |  | | | | Supervisor Name | Supervisor Name | | | | |  |  |  |  | | --- | --- | --- | --- | | *Business Office Use Only* | | | | | Hourly Rate | $ | Fringe | 33.5 | | Hours |  |  |  | | Total | $ 0 |  |  | |  |  |  |  | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Task | Location | Start Time | End Time | Start Time | End Time | Total Hours |
| Enter date | Task description | Location |  |  |  |  |  |
| Enter date | Task description | Location |  |  |  |  |  |
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| **TOTAL** | | | | | | | **0.00** |

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|  |  | Date |  |  |  | Date |
| Employee Signature |  | Date |  | Supervisor Signature |  | Date |